



UNIVERSITY  
OF MANNHEIM

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GESS – Graduate School of  
Economic and Social Sciences

CDSE Info Booklet

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Information as of May 2022

# 1. General Overview

## 1.1. Graduate School of Economic and Social Sciences

The [GESS](#) is a central research institution of the [University of Mannheim](#). All GESS faculty is anchored at the department or school level of the university, making the professors full members of the respective departments or schools.

The GESS integrates the disciplines of business, economics and the social sciences into a coherent curriculum, making it one of the few graduate schools worldwide that foster the exchange of ideas, methods and research-approaches across the boundaries of the economic and social sciences. It comprises

- the [Center for Doctoral Studies in Business \(CDSB\)](#)
- the [Center for Doctoral Studies in Economics \(CDSE\)](#)
- the [Center for Doctoral Studies in Social and Behavioral Sciences \(CDSS\)](#)

The graduate school is characterized by a joint focus on empirical and quantitative methods and their applications in the respective disciplines. Within this framework, the GESS has established an internationally competitive structured doctoral program contributing to the strong scientific reputation of the University of Mannheim. Former GESS students have taken up (assistant) professorships and post-doc positions at internationally leading academic institutions as well as positions in renowned international organizations and in the private sector.

The GESS is governed by the [GESS Board of Directors](#) and advised by a number of additional committees and boards.

## 1.2. Center for Doctoral Studies in Economics

The Center for Doctoral Studies in Economics (CDSE) administers the doctoral program at the [Department of Economics](#). The doctoral program is taught and administered in English.

[More than twenty full-time senior faculty members and numerous junior faculty members](#) are engaged in a variety of research projects at the frontiers of their fields, covering micro- and macroeconomics, econometrics, statistical methods, labor economics, industrial organization, financial economics, public economics, economic history and international trade. Research at the department is supported by large institutional grants from the German Research Foundation (DFG) and from European Union research and training grants. Additional funds are obtained from numerous other public and private institutions.

The Department of Economics maintains many institutional contacts to universities and research institutions. In addition, important research centers are located at Mannheim and are associated with the Department:

- The [Center for European Economic Research \(ZEW\)](#) which is one of the leading institutes in the field of applied economic research in Europe. It focuses on internationally comparative issues in the European context and maintains a number of important databases.

- The [collaborative research center](#) on “Economic Perspectives on Societal Challenges: Equality of Opportunity, Market Regulation, and Financial Stability” is financed by the German Research Foundation (DFG) and deals with equal opportunities, market regulation in the context of consumer rights and the reduction of environmental pollution as well as with the regulation of financial markets and its impacts on society.
- The interdisciplinary collaborative research center on [‘The Political Economy of Reforms’ \(SFB 884\)](#) provides scientific insights into the success and failure of policy reforms by analyzing competing interests, contexts and the political process of reform-making.

### 1.3. The CDSE and YOU

There are several important contact persons for you. Your contact persons for [academic questions](#) are your mentor (assigned at the beginning of the program, his or her name can be found on your PhD milestones document), your supervisor(s) after the second year and the Academic Director of the CDSE.

The academic director represents the CDSE in the GESS Board of Directors and on the external level. He or she is elected by the graduate school members of the economics department. He or she is responsible for the content of the PhD program and educational aspects of the program. Furthermore, he or she provides a vision for the improvement and further development of the program curricula. The Academic Director is for the time being Professor [Antonio Ciccone, Ph.D.](#) on a provisional basis.

The CDSE center manager is responsible for all administrative aspects of the PhD program. He or she is responsible for the smooth running of the PhD program. He or she serves as contact person for all student concerns regarding study regulations, scholarships, transcripts, exchange programs, course registration and teaching positions for students. Furthermore, he or she is responsible for the timetables of the program. You can contact the [CDSE center managers](#) Ulrich Kehl and Caroline Mohr at [cdse.gess@uni-mannheim.de](mailto:cdse.gess@uni-mannheim.de); ext. 1751; B6, 30-32, room 249, should you have any questions regarding the program that are not of a purely academic nature. You can also contact our GESS team assistant [Marion Lehnert](#) ([gess.office@uni-mannheim.de](mailto:gess.office@uni-mannheim.de); ext. 2034; B6, 30-32, room 253).

Currently, there are three student representatives at the CDSE. For personal and/or academic questions you feel uncomfortable addressing directly to the academic or administrative leadership, please do not hesitate to get in contact with the students representatives who can then forward your problems and/or complaints anonymously to the CDSE or even the GESS board.

Currently, the CDSE student representatives are

- Carl-Christian Groh, [cgroh@mail.uni-mannheim.de](mailto:cgroh@mail.uni-mannheim.de)
- Laura Montenbruck, [laura.montenbruck@gess.uni-mannheim.de](mailto:laura.montenbruck@gess.uni-mannheim.de)
- Jasmina Simon, [jasimon@mail.uni-mannheim.de](mailto:jasimon@mail.uni-mannheim.de)

## 1.4. The ombudsperson

In case of a conflict between a supervisor and a student, the student can talk to the ombudsperson who treats the student's request on a confidential basis. The following ombudspersons are available for confidential discussions: [Prof. Dr. Caroline Lusin](#) and [Prof. Dr. Thorsten Meiser](#).

## 1.5. Financial support

For the first year of your studies at the CDSE you will be funded by a scholarship of 1.250 € per month. If you successfully pass the exams in the first two semesters (first-semester: GPA of 2.5, second semester: adjusted GPA of 2.5. for 5 out of 6 courses) the financial support will be continued. CDSE students are usually funded through scholarships for the first two years of the program. During the subsequent three years students are typically funded either 1) by a research assistantship (employment contract) at the University of Mannheim (or GESS affiliated institutions like ZEW), 2) through a continuation scholarship or 3) by ad personam external funding.

Scholarships are granted and managed by the GESS: Therefore, the Graduate School is responsible for the administration of this kind of financial support while employment contracts are handled by the Department of Economics and the university administration (human resources).

The CDSE commits to funding students during the first 5 years. The ongoing financial support is conditional on the successful completion of the first year and academic performance in later semesters.

## 2. The program

The CDSE PhD program stretches over a four to five year-span. The first two years are designated as the Course Phase consisting of mandatory core courses in the first year and a number of electives in the second year. At the end of the two-year course phase students have to write and hand in a dissertation proposal which will be assessed by their supervisor.

After successfully completing the first two years, students are admitted to the three-year Thesis Writing Phase which is mainly reserved for writing the dissertation but still comprises a number of courses. Note that the CDSE only admits students to the thesis writing phase who have achieved a minimum GPA of 2.5 during the core course phase and whose dissertation proposal was accepted. As early as the second semester of the fourth year, students enter the Placement Phase in which they prepare a job market paper to be presented at international conferences. Mock interviews with faculty members and practice job talks with faculty members will provide useful feedback and academic job market training.



The GESS has set up [PhD Milestones](#) for each center which outline the specific tasks and activities that you and your supervisor are expected to perform throughout the five-year program. Your supervisor may have to sign off on PhD-Milestones by specific dates. Also, the Center Manager of the CDSE will ask you for insight on an annual basis to check on the progress of your studies.

Note that it is the student's responsibility to keep the document and we may ask you in the future to present it to us under specific circumstances (e.g. prolongation of grants etc.).

Students are also asked to refer to the [program and degree regulations](#) for further details.

## 2.1. Publications

*MADOC*

Is an online repository for publishing research output created by members of the University of Mannheim. You can publish your research articles electronically by using MADOC. At the same time, MADOC serves as a university bibliography. This means that MADOC provides a permanent record of the research output of the university.

If you wish to publish your research article, you have to log in first [here](#).

For more information, see here

<https://ub-madoc.bib.uni-mannheim.de/>

Furthermore, we kindly ask you to inform the CDSE Center Manager if you recently published a paper so that we can keep track of students' publications.

## 2.2. Acknowledgement of publications

All published research articles must have a funding acknowledgement in form of a sentence as follows: This work was supported by the University of Mannheim's Graduate School of Economic and Social Sciences.

## 3. Courses and course requirements

The [CDSE course catalog](#) for current semesters (plus an archive of past courses) is available online on the GESS website. Please check it regularly for any changes. In each course, the assessment type may vary and is to be determined by the respective lecturer.

### 3.1. Registration

Register online for **elective courses** by using the registration form on the [CDSE Course Catalog](#) web page. You are automatically registered for all **core courses**.

For CDSE courses the deadline for registering for courses is **January 31** for the spring term and **August 25** for the fall term. During the first three weeks of the semester, students may still add and

drop courses. After the first four weeks, de-registrations are no longer accepted and students will be automatically registered for the exam in the respective course.

Furthermore, it is important that you **clearly indicate** if you only wish to audit a course i.e. take the class for self-enrichment with no need for grade or credit points when registering for a course.

For CDSB or CDSS courses please register online via the center's course catalogue. If you would like to take a course which is not in the GESS course catalogue, please contact the CDSE Center Manager.

### 3.2. Course requirements

The PhD program in economics consists of a **two-year course phase** and a **three-year research phase** during which students work on their dissertation. The program lasts 5 years and the CDSE commits to funding its students for this duration (contingent on successful completion of the course phase and overall academic standing).

In the first year students must take the compulsory courses in Mathematics, Microeconomics (I-III), Macroeconomics (I-III) and Econometrics (I-III). In the second year students attend a number of elective field courses (40-46 ECTS credit points) and hand in their dissertation proposal at the end of the second year. For an overview over field courses taught at the CDSE in the past, please refer to the [course catalogues of recent semesters](#).

From the second year onwards students are required to participate in the weekly [CDSE Seminar](#), where they are supposed to present and act as discussant at least once in the third and subsequent years, and participate in the [faculty seminar](#). The department's faculty seminar is among the best in Europe and every CDSE student should be eager to learn from the distinguished visitors, even if it is not his/her field of specialization.

In the third year students take the program's English Academic Writing course (3 ECTS credit points), a bridge course (5 ECTS credit points) in the [Center for Doctoral Studies in Business \(CDSB\)](#) or the [Center for Doctoral Studies in Behavioral and Social Sciences \(CDSS\)](#) as well as two electives that support thesis writing (10 ECTS credit points). Usually students attend the research seminar of their respective field and earn a pass grade and ECTS credit points by presenting their research. However, any elective course from the CDSE course catalogue is fine in principle.

Apart from these minimum course requirements after the second year, the third, fourth and fifth year of the program are mainly devoted to the writing of the doctoral thesis.



Admission and allocation of mentor							
Year 1 (fall)	Core: Mathematics		Core: Advanced Microeconomics I		Core: Advanced Macroeconomics I	Core: Advanced Econometrics I	
Year 1 (spring)	Core: Advanced Microeconomics II	Core: Advanced Macroeconomics II	Core: Advanced Econometrics II	Core: Advanced Microeconomics III	Core: Advanced Macroeconomics III	Core: Advanced Econometrics III	
Advancement to Elective Course Phase							
Year 2 (fall)	Electives				Research Seminar	CDSE Seminar	Faculty Seminar
Year 2 (spring)	Electives	Dissertation Proposal			Research Seminar	CDSE Seminar	Faculty Seminar
Dissertation proposal (to be accepted by admissions committee)							
Year 3 (fall)	English Academic Writing	Work on Thesis			Research Seminar	CDSE Seminar	Faculty Seminar
Year 3 (spring)	Bridge Course	Work on Thesis			Research Seminar	CDSE Seminar	Faculty Seminar
Summer and Conference Workshops							
Year 4 (fall)	Work on Thesis				Research Seminar	CDSE Seminar	Faculty Seminar
Year 4 (spring)	Work on Thesis				Research Seminar	CDSE Seminar	Faculty Seminar
Summer and Conference Workshops							
Year 5 (fall)	Work on Thesis / Job Market Preparation				Research Seminar	CDSE Seminar	Faculty Seminar
Submission of thesis and defense (to be accepted by dissertation committee)							

Students decide about their thesis supervisor and topic in the 4th semester. The other members of the doctoral committee may be selected later.

To help new students accommodate to their new academic environment, each student is assigned a mentor from the faculty of the Department of Economics at the beginning of the first year. The respective professor will act as a contact person within the department. The mentor is not necessarily the thesis supervisor who is chosen by students in their second year.

Students are expected to meet with their mentor twice a year on their own initiative to report on their progress and discuss possible problems. To confirm continuous contact, the mentor will sign your PhD Milestones document.

### 3.3. Evaluation

The registration is a prerequisite for the evaluation of the courses. Please note that the GESS administration only communicates grades to students once they have evaluated the respective

course. As we strive to constantly improve the program, we ask all students to carry out evaluations of all courses they attended. Evaluation is anonymous. Username and password will be sent to students by e-mail after they have registered for their courses.

### 3.4. Grades

The following grades are used in the graduate school:

1.0	excellent
1.3	
1.7	
2.0	good
2.3	
2.7	
3.0	satisfactory
3.3	
3.7	
4.0	fair/pass
5.0	fail

### 3.5. Dissertation

PhD theses at the CDSE usually consist of three original essays in one area, with the aim of submitting these essays to good scholarly journals. However, the classical form of a dissertation (a longer text analyzing one topic in depth) is also possible, with the clear perspective that the contents of the dissertation will be used towards articles to be submitted to scholarly journals. The decision about the form of the thesis is made by the student and the thesis supervisor.

### 3.6. Studying abroad

The CDSE offers students the opportunity to do part of their doctoral studies abroad at a partner university as part of the ENTER program. The [European Network for Training in Economic Research](#) is a joint initiative of top departments and schools for economics at the following universities:

- [Universitat Autònoma de Barcelona \(Spain\)](#)
- [Université Libre de Bruxelles \(Belgium\)](#)
- [University College London \(Great Britain\)](#)
- [Universidad Carlos III de Madrid \(Spain\)](#)
- [University of Mannheim \(Germany\)](#)
- [University of Stockholm / Stockholm School of Economics \(Sweden\)](#)
- [Katholieke Universiteit Brabant \(Tilburg, Netherlands\)](#)
- [Université des Sciences Sociales de Toulouse \(France\)](#)

The following programs are offered within the ENTER Network

1. **ENTER long-term exchanges:** There are visiting research fellowships available at the nodes of ENTER. The fellowships are for PhD-students who desire to obtain graduate education, or training in research, in economics and its applications at one of the ENTER-nodes. The typical duration of such a stay is one or two semesters during the third or fourth year at the CDSE. The stays are organized within the ENTER network and can be financed upon merit by the network via the CDSE. Selection will be exclusively based on academic excellence. Successful applicants will be treated by the hosting institutions as if they were "regular" PhD-students there.
2. **ENTER exchange seminars:** The ENTER exchange seminar series offers selected students in an advanced stage of their dissertation the possibility to present their work in research seminars at any of the participating universities during a short term stay. The CDSE seminar in Mannheim regularly hosts two to three external speakers from within the ENTER network every semester.
3. **ENTER jamboree:** ENTER jamborees take place at the beginning of each year (March or April). They serve first, to expose the PhD students to conference format presentations and discussions within a more intimate context than at a large conference; second, to foster the interaction between students and faculty of the different networks, towards student and faculty visits and exchange; and third, to co-ordinate the programs. The slots available for CDSE students are allocated by the ENTER coordinator according to a student's academic standing and his/her participation in the CDSE seminar and ENTER related activities (act as discussant for incoming ENTER speakers etc.).

The ENTER faculty coordinator at the Mannheim node is [Prof. Nicolas Schutz](#). The current student coordinators are [Lukas Hack](#) and [Oliver Pfäuti](#).

### 3.7. Travel support

The CDSE encourages students to present their work at international conferences. If their papers are accepted, the CDSE grants financial support for the participation of students at top international (field) conferences. Summer schools, workshops and research stays can also be partially reimbursed depending on the approval of the Academic Director of the CDSE.

The CDSE Travel Support within a fiscal year is subject to the availability of funds reserved for this program. Therefore, we encourage CDSE students to actively seek support from other sources (such as the CRC, advisors, Conference Subsidy Programme from Verein für Socialpolitik, funds of [IDEUM](#) - Internationalization of Doctoral Education @the University of Mannheim or the [Woman go abroad](#) mobility grant from University of Mannheim).

[Please find further information on reimbursement rates, reimbursement rules and the reimbursement process on the CDSE website.](#)

## 4. Working at the GESS

### 4.1. Office space

All PhD students of the CDSE (unless otherwise agreed) are provided with a shared office space in the GESS building. Your office is equipped with a desk and cabinet, a whiteboard, a phone and a laptop with the following software:

- Windows 7
- Microsoft Office
- Adobe Reader
- LaTeX

At the start of your first semester, the Center Manager will hand over your office keys. Sometimes a key might not be available right away. If you have further questions, please contact GESS team assistant Marion Lehnert ([gess.office@uni.mannheim.de](mailto:gess.office@uni.mannheim.de), ☎ extension -2034).

### 4.2. Office supplies

The GESS provides the following office materials:

- |                      |                      |
|----------------------|----------------------|
| • Pencils            | • Whiteboard markers |
| • Pencil sharpeners  | • Highlighters       |
| • Rubber erasers     | • Adhesive tape      |
| • Pens (black, blue) | • Printer paper      |
| • Flexi fasteners    | • Ink cartridges     |
| • Folders            | • Rulers             |
| • Plastic folders    | • Note pads          |
| • Tray               | • Staplers           |
| • Tray sheets        | • Hole punchers      |

If you need office supplies, please refer to the GESS team assistant Marion Lehnert. For any additional supplies you might need, a “Sachkostenbeitrag” is included in your scholarship. Please note: Books for personal use cannot be financed by the GESS.

### 4.3. Software

For IT related question or to install free-of-charge software on your laptop, please contact our IT administrator [Patrick Schmitt](#) (☎ extension -2235).

### 4.4. Making phone calls

To make an in-house call (within the university), just dial the respective 4-digit number (e.g. -2034 for the GESS team assistant). These calls are free of charge. For external calls please dial:

- 0 for official work-related calls followed by the number you wish to call
- 81 private calls followed by the number you wish to call

A monthly invoice for your private calls will be issued by central administration. All official calls are sent to the GESS on a monthly itemized invoice stating all numbers called.

#### 4.5. Sending and receiving mail

- Internal mail: Please use the big brown paper envelopes available from the GESS team assistant. Do not forget to write the center (CSDE) and your name on it as well as the addressee's name.
- External mail (work-related post only): Please see the GESS team assistant.
- Mail for CDSE students will be delivered by the university's postal service. Always include "Universität Mannheim, GESS" in the address field.

#### 4.6. Research Data Service Center

The goal of the research data service center is to support researchers at the University of Mannheim in creating, using and manipulating data for supporting empirical research. The center provides technical consulting and support for all aspects of research data acquisition, management, analysis and archiving. The thematic focus is on business and social sciences. The services of the center, however, can be used by all employees of the university. Check their homepage [here](#).

#### 4.7. Libraries

The University Library (also known as "UB" = Universitätsbibliothek) consists of different libraries:

Library	Specialty	Loan period for registered GESS students
<b>Schneckenhof (West entry)</b>	InfoCenter for library, IT and ecUM, stacks library for all disciplines, <b>pick up desk for books from the closed stacks and inter-library loans</b> , Learning Center (group work)	28 days (renewals may be possible)
Schneckenhof (South entry)	Business Studies	One semester (renewals may be possible)
<b>Ehrenhof</b>	<b>Economics</b> , Accounting & Taxation, Law, History, Geography; Training classroom	One semester (renewals may be possible)
A3	Psychology, Psychological tests, Multimedia collection, Languages	One semester (renewals may be possible)
A5	Sociology, Political Science, Mathematics, Informatics	One semester (renewals may be possible)
<b>Ehrenhof West</b>	Textbooks for all disciplines	28 days (no renewals!)

Please check the web page for the current opening hours (<https://www.bib.uni-mannheim.de/en/>). All books, journals and databases of the libraries can be searched in the [library catalog](#).

The UB offers introductory sessions for GESS students and courses on citation management tools, authorship workshops, etc. Furthermore, you can use the publication platforms of the library: MADOC for (working) papers and your PhD thesis and MADATA for your research data.

The UB offers introductory sessions for GESS students and courses on citation management tools, author workshops etc. Furthermore, you can use the publication platforms of the library: MADOC for (working) papers and your PhD thesis and MADATA for your research data.

Questions regarding the library can also be addressed to the subject librarian for economics, Ms. Lorena Steeb ([lorena.steeb@bib.uni-mannheim.de](mailto:lorena.steeb@bib.uni-mannheim.de)).

## 5. Studying in Mannheim for International Students – Before you arrive

Organizing a stay in another country requires thorough preparation. Start planning early on, as some matters like visa application or finding accommodation may take some time.

### 5.1. International Students: Visa and Entry Requirements for Germany

A visa may be required to enter Germany. Please check the homepage of the [Federal Foreign Office](#) for all further information. If you require a visa, you must apply for it in person while still in your home country (or your country of residence).

Please make an appointment at the embassy and keep in mind that it can take up to two weeks to get an appointment. It may take 6-8 weeks to get the visa, so please apply for it as soon as possible.

Please check the web page of the [Welcome Center](#) where you will find all relevant information.

### 5.2. International Students: Register with the University's Welcome Center

The Welcome Center of the [International Office](#) is the **central service center for international researchers** (doctoral students, post-docs, professors and visiting scholars). In cooperation with the CDSE Center Managers, they are happy to assist you in organizing your arrival in Mannheim.

The team of the Welcome Center has compiled the most important aspects that should be on your priority list and they are happy to provide support and advice. Please refer to the Welcome Center's [web page](#).

The Welcome Center will also send you a 'check-in questionnaire' in preparation for the Orientation Days, which usually takes place in the week before the semester starts.

## 6. Studying in Mannheim – After you arrive

### 6.1. About the University of Mannheim

The GESS is located near the university library in a new building in B6, 30-32, not far from Mannheim's historic baroque castle which is the center of the university's campus. The University of Mannheim was founded 1967, however the history of academic education and research in Mannheim dates back to the Palatine Academy of Sciences which was established in 1763. Today's university comprises five faculties or schools: The School of Law and Economics, the Business School, the School of Social Sciences, the School of Humanities and the School of Business Informatics and Mathematics.

The university's core focus on Economics also follows a long tradition: One of the modern precursor institutions of the present day university was the Mannheim school of business and management (Handelshochschule), founded in 1907 following an initiative of the local bourgeoisie.

Today, the University of Mannheim and the Department of Economics are internationally competitive academic institutions, proving their commitment to excellence in research and education through their continual success in national and international academic rankings.

### 6.2. Enrollment procedures

All doctoral candidates must enroll at the University of Mannheim.\*

**Please submit the following documents:**

- Completed enrollment application (if you are not enrolled already). The application form is available in [division I](#) or the [Welcome Center](#) (contact information below).
- Confirmation of the Graduate School regarding your admission as a doctoral candidate at the University of Mannheim/ of the GESS (Letter of Confirmation)
- If applicable, copy of your current employment contract
- Copy of your university entrance qualification (only if you are not already enrolled at the University of Mannheim)
- Copy of your last degree certificate (only if you did not obtain the degree at the University of Mannheim)
- ID card/passport
- Proof of exemption from statutory health insurance
- If applicable, confirmation of dis-enrollment from the higher education institution you attended last

**Semester fees** currently amount to 194,30€ and must be paid **after** you have obtained a student ID number. Doctoral candidates pay no tuition fees. Transfer the fees stating your student ID and name as reference to the following bank account:

Universität Mannheim  
Baden-Württembergische Bank / LBBW

**IBAN:** DE23600501010001379273

**BIC:** SOLA DE ST 600

**Subject:** First Name, Last Name and „Neueinschreibung Herbstsemester 2022/2023“



### Information and submission of documents

Doctoral candidates from **Germany**, please contact:

Johanna Fatokun

L 1, 1, Room 326

Phone 0621/181-1283

E-mail: [johanna.fatokun@verwaltung.uni-mannheim.de](mailto:johanna.fatokun@verwaltung.uni-mannheim.de)

Office hours:

Mon-Thu 09:00-11:00

**International** doctoral candidates, please contact:

Welcome Center

L2, 2-4 - first floor

Phone: 0621/181-2395

E-mail: [welcome@uni-mannheim.de](mailto:welcome@uni-mannheim.de)

\*Doctoral candidates **employed by** the University of Mannheim on work contracts of 50% or more (based on a full-time position and according to the Collective Agreement for Public Service Employees of the German Länder (TV-L)) have the **possibility to choose** whether to enroll or be exempted from enrollment.

- If you would like to be exempted from enrollment, please contact Mrs. Johanna Fatokun to obtain form 'Exemption from obligation to enroll'. You must inform her about any changes to your work contract immediately.
- If you would like to enroll, please submit the required documents and follow the procedure as set out above.

Enrollment as a student is **mandatory** for doctoral students and it comes with many benefits, e.g.:

- eligibility for student accommodation ([Studierendenwerk](#))
- reduced entrance fees for museums, theaters etc.
- eating at the student cafeteria of the university at reduced prices
- student ticket for local public transport ("Semesterticket"); please check [vrn.de](http://vrn.de).

For your re-registration/enrollment for the next term, you will automatically receive an email from the Studienbüro in which you are requested to pay the next administration fee.

International students receive support by the Welcome Center for the enrollment procedure: If you attend their orientation meeting, this can also be done then! Here's a [link](#) with some more information about the enrollment of international students.

**Enrollment as a doctoral candidate at the faculty level** is mandatory and necessary to obtain your doctoral degree. Students must register as doctoral candidates with the Secretary of the Dean of the Department of Economics (L7, 3-5, room 4.22) during the first six months of the program. Failure



to do so will result in a cut to the monthly scholarship from the seventh month onward and until the student has properly enrolled.

Please enroll with the following documents:

- CV
- Confirmation of admission to the CDSE (admission letter or confirmation from CDSE office)
- Your PhD Milestones signed by the Academic Director of the CDSE
- Letter of Application as follows:

first name last name  
 street address  
 area code + city of residence  
 country  
 mail address  
 phone number

An den Abteilungssprecher der  
 Fakultät für Rechtswissenschaft und Volkswirtschaftslehre  
 Abteilung Volkswirtschaftslehre  
 Universität Mannheim  
 68131 Mannheim

I, [first name last name], hereby apply for admission as doctoral student at the School of Law and Economics/ Department of Economics from September 1, 2022. Please find attached a copy of the following documents:

- Confirmation of admission as a doctoral student to the CDSE
- Curriculum Vitae
- The CDSE PhD Milestones signed by the CDSE Academic Director

Mannheim, [date]

Signature: [your signature]

### 6.3. ecUM

The ecUM (electronic card of the University of Mannheim) is your uni ID card. Once you have charged the card at designated terminals, it can be used to pay for food at the university cafeteria or for photocopying. If you buy a "Semesterticket" the card also serves as your public transport ticket.

Go to the Info Center of the university library to get your ecUM. Bring your passport and your letter of acceptance as a GESS PhD student.

With the ecUM you also get your user ID account which you will need to access your computer. The User ID will be issued at the same location. Ask them to print out your "rumms account credentials". In order to use your user account for e-mail, you will have to change the password and set up a security question. Please follow this link: [passwort.uni-mannheim.de](http://passwort.uni-mannheim.de). The Welcome Center also offers a short manual upon request.

## 7. Living in Mannheim

### 7.1. About Mannheim

Situated at the confluence of the Rhine and Neckar rivers and at the heart of the tri-state area of Rhineland-Palatinate, Hesse and Baden-Württemberg, [Mannheim](#) is home to approximately 320.000 inhabitants, making it the third largest city of the state of Baden-Württemberg. Due to its favorable location between two big waterways, Mannheim was traditionally and still is today a center of industry and commerce while strongly branching out into cultural and creative industries. Mannheim is somewhat unusual among German cities because of its status as a planned city: The streets of the city center are laid out in a grid pattern made up of rectangle blocks, the so-called "Quadrate" which are named in alphabetical order. This unique design dates back to the 17<sup>th</sup> century and the contemporaneous notion of an ideal city, i.e. a city conceived in accordance with a rational and/or aesthetic regime.

Today, Mannheim is a vibrant city with bustling cultural life: Numerous museums and theatres – among them the oldest communal theatre, the Nationaltheater – as well as many concerts and cultural events, offer lots to explore for the residents. Moreover, the city's many parks and river banks are ideal recreational spots. The Palatinate Forest ("Pfälzer Wald") in the west and the Odenwald in the east are within short travelling distance and make for scenic trips. Heidelberg with its medieval city center and the old castle towering above the city is only a few kilometers from Mannheim. For those looking for big city life, continental Europe's financial center Frankfurt am Main can be reached by train in less than an hour.

### 7.2. Residency

The average price level in Mannheim is relatively high compared to other German cities and regions, though not as high as Frankfurt am Main or Munich for example. Rent in Mannheim is mostly cheaper than in Heidelberg but higher than in Ludwigshafen or surrounding areas.

Often search engines ask you to indicate the neighborhood in which you would like to live so as to narrow the list of available apartments. The following neighborhoods are particularly popular among international researchers given their close proximity to the university:

- Innenstadt (Inner City)/Quadrate/City
- Schwetzingen Vorstadt
- Lindenhof
- Neckarstadt-Ost
- Oststadt

Due to their good locations, rent in these neighborhoods might be relatively high. Therefore, it is worthwhile to look for apartments in other neighborhoods as well (e.g. Almenhof, Neckarau, Neuostheim, Feudenheim, Waldhof, Käfertal) all of which are connected to the city via public transport.

The Welcome Center offers all kinds of helpful information about apartment hunting (conditions, search engines etc.) and an extensive overview of all things related to the Mannheim housing market: Please follow this [link](#).

Should you need a letter of support for a landlord who is not familiar with the system of Graduate Schools and scholarships for doctoral students, do not hesitate to contact the CDSE Center Manager to get a letter of support.

We also recommend that (international) PhD Students apply for a room in a student dormitory for the first semester. During this first semester, you'll then be able to decide whether to stay in the dormitory or to look for an apartment. Apply for the student dormitory [online](#) as soon as possible.

Should you arrive in Mannheim before you can move into your apartment, the youth hostel offers (shared) rooms at a reasonable price:

[Jugendherberge](#)

Rheinpromenade 21

68163 Mannheim

☎ +49-621-822718

Fax: +49-621-824073

### 7.3. Health Insurance

Germany has a complex social insurance system. Yet, as a scholarship holder, you are excluded from enrollment in the social insurance system. However, PhD students must get their own (private) health insurance and insure themselves “voluntarily” if they receive a scholarship. They cannot be insured as regular students. Some insurance companies have special offers for doctoral students. In order to enroll in private health insurance, you will need to have a German Bank Account first (see 7.7). International students may also refer to the Welcome Center for [further information on the topic Health Insurance](#).

International students please note: Health insurance coverage is required from your first day in Germany. However, insurance coverage associated with a PhD program begins only on your first day of enrollment. Consequently, for the time between your arrival and the first day of enrollment, we recommend enrolling in a travel health insurance which you can obtain in your home country.

### 7.4. Personal liability insurance

The GESS strongly recommends that all PhD students take out personal liability insurance. In Germany, anyone can be held responsible for accidental damages inflicted upon a third party. Many people therefore obtain private liability insurance to protect against this possibility. The university does not provide you with a liability insurance.

Sometimes private health insurance companies (for scholarship holders) offer liability insurance packaged with health insurance. This is an option worth considering.

[More information on personal liability insurance is provided by the Welcome Center.](#)

## 7.5. To Do for non-EU International Students I – Residence Permit

The Welcome Center Team will assist new PhD students with obtaining a residence permit during the orientation meeting in the last week of August before classes start in September. You will find all necessary information [here](#).

Non-EU students need to register with the German authorities ('Ausländerbehörde'/Foreigners' Office) to get a residence permit. The Ausländerbehörde is located in K7 (☎ +49-621-293-3221). Please note that non-EU students need to get a residence permit within 90 of their arrival – even if they have a visa!

Please note:

- Do not allow your residence permit to expire! Check the expiry date of your residence permit!
- Apply for a new residence permit well in advance (8 weeks)!
- Consult the Welcome Center whenever you need to go to the Foreigner's Office: They'll help you!

## 7.6. To Do for International Students II – Registration with City Authorities

Within the first week of your arrival in Mannheim, you must register your address with the authorities. The registration process applies to all persons in Germany and for international guests who stay in Germany longer than three months. You can obtain the relevant form for registering at the Welcome Center. With this form and your valid passport you must go to the [Citizens' Service Office \("Bürgerdienste"\)](#) of the city of Mannheim in K7. Depending on your exact address in Mannheim, you may also visit the Service Office closest to you. You will find all necessary information [here](#).

## 7.7. To Do for International Students III – Open Bank Account

In order to receive your scholarship/salary and pay your bills, you will need to open a German bank account. We recommend that you open a debit account (Girokonto): This type of account allows you to withdraw cash, transfer funds electronically and schedule the transfer of regular payments. You will receive an EC (debit) card that allows you to make payments without cash and to use ATMs. Please take care to withdraw money only from your bank (or its partner institutions) as you may be charged up to five euros for using ATMs of other banks.

Follow this [link](#) provided by the Welcome Center to learn more about banks in Mannheim.

## 8. Miscellaneous

### 8.1. Teaching

From the first semester onwards, CDSE PhD students are expected to support the department of economics during the exam period as proctors for up to four exams at the undergraduate level. From the second year onwards, students can teach 2 exercises per academic year for a wide range of available courses in the Bachelor, Master and PhD program.

The allocation of teaching assistants to courses for the subsequent academic year takes place every year in the spring and preferences are taken into account if possible. Note that teaching assistant positions are allocated on a competitive basis and require the permission of the student's health insurance company. Students may in principle choose to teach either 2 exercise sessions in either the fall or the spring or 1 exercise session in each semester.

For scholarship holders teaching is paid on top of the monthly scholarship by a TA contract for the duration of the job. Advanced students funded via an employment position at the department of economics (typically as early as the 3<sup>rd</sup> year) have a mandatory contractual teaching load of 2 exercises.

### 8.2. German language courses of the Welcome Center

Every semester, the Welcome Center, in cooperation with the Service- und Marketing GmbH - DaF, offers German language courses exclusively for international scholars. Classes take place twice a week during the semester.

Consult the following website for up-to-date information on German language courses: <https://www.daf.uni-mannheim.de/en/>

### 8.3. Gender & Diversity

Diverse backgrounds and ideas of scholars and students are crucial to take full advantage of human potential in all of its facets. Implementing policies of gender equality and social diversity is a cross-sectional task, affecting the university in all of its departments and units. The GESS takes a variety of measures to achieve these goals:

- Transparency and documentation of female representation
- Creation of gender equality structures
- Reconciliation of a scientific career and family
- Support for female scientists
- Recruitment of qualified women
- Creation and implementation of gender knowledge

If you have any questions or problems concerning these issues, please do not hesitate to get in contact with the [Gender & Diversity Committee of the GESS](#).

## 8.4. Parents and children

The university has been certified as a family-friendly work and study environment ('Familiengerechte Hochschule').

The GESS offers specific support measures for doctoral students with children:

- Parent offices: special work offices where parents can bring their children along to work.
- Information about childcare (nursery schools) can be found [here](#).

## 9. Get in contact

Your contact persons for academic questions are your mentor (assigned at beginning of the program), your supervisor(s) after the second year and the Academic Director of the CDSE.

Sometimes a thesis supervisor leaves the university before completion of the dissertation. Please get in contact with the Center Manager or the Academic Director of the CDSE to discuss any questions that might arise out of this situation.

In case of any questions or problems on the administrative side, please contact either the

- CDSE center managers Ulrich Kehl or Caroline Mohr  
[cdse.gess@uni-mannheim.de](mailto:cdse.gess@uni-mannheim.de); ext. 1751; B6, 30-32 (2<sup>nd</sup> floor, room 249)
- or
- GESS team assistant Marion Lehnert  
[office.gess@uni-mannheim.de](mailto:office.gess@uni-mannheim.de); ext. 2034; B6, 30-32 (2<sup>nd</sup> floor, room 253)

For personal and/or academic questions you feel uncomfortable addressing directly to the academic or administrative leadership, please do not hesitate to get in contact with the CDSE student representatives who can then forward your problems and/or complaints anonymously to the CDSE or even the GESS board.

Currently, the CDSE student representatives are

- Carl-Christian Groh, [cgroh@mail.uni-mannheim.de](mailto:cgroh@mail.uni-mannheim.de)
- Laura Montenbruck, [laura.montenbruck@gess.uni-mannheim.de](mailto:laura.montenbruck@gess.uni-mannheim.de)
- Jasmina Simon, [jasimon@mail.uni-mannheim.de](mailto:jasimon@mail.uni-mannheim.de)